

Human Resources Coordinator

Dept: Human Resources

FLSA Status: Exempt

General Definition of Work

Performs difficult administrative work explaining and administering the classification, compensation and benefit programs, conducting orientations and training, maintaining files and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Human Resources Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Maintains and updates class specifications; analyzes positions for reclassification requests; updates and maintains salary schedules and classification plan documents.
- Completes salary survey requests and distribution of the annual salary survey for the County.
- Conducts benefits enrollment sessions; completes and processes new hire benefit applications; processes benefit changes for active employees; manages communication with providers.
- Coordinates the Health and Benefits Fair and ongoing wellness initiatives.
- Assists with processing payroll; conducts data entry; acts as the human resources software representative.
- Manages special projects as assigned by the Human Resources Director.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

General knowledge of principles and practices of public personnel administration; general knowledge of accepted methods and practices of classification and pay, employee relations, testing and selection, training and applied research; general knowledge of governmental organization and administration; thorough skill in the use of standard office equipment, hardware and software such as MS Word, Excel and PowerPoint; ability to compute rates, ratios and percentages; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to present ideas effectively, both orally and in writing; ability to conduct detailed analytical evaluations and studies; ability to prepare related reports and recommendations; ability to establish and maintain effective working relationships with county officials, supervisors, associates and the general public.

Education and Experience

Bachelor's degree in human resources, or related field and one to three years experience working in industrial relations, human resources, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work

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has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Professional in Human Resources (PHR) certification preferred.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date